

I. PROCEDURE FOR PROVIDING ADVICE TO THE PRESIDENT  
ON THE APPOINTMENT AND PROMOTION OF FACULTY MEMBERS

Purpose

1. To seek broad participation in the advisement of the President on the appointment and promotion of faculty members.
2. To encourage, as part of a standardized appointment and promotion procedure, the development of consistently high quality throughout the University.
3. To utilize full University resources in the evaluation of potential new faculty and the promotion of present faculty.
4. To insure the participation of both faculty and administration in these evaluations.

Procedures

1. Action of the Department Chairman (The title of "Department Head" was changed to Department Chairman by the Board of Trustees on October 18, 1963.)

Recommendations for new appointments and promotions will normally be initiated by department chairmen and sent to the dean of the college. Accompanying the recommendations will be supporting data which will include evidence of consultation with tenure members of the department on the individual and evidence of consultation with appropriate persons outside the department, college, and University. Other material which should be included is the individual's educational background, indications of teaching, research, and service experience, accomplishments and potential.

2. Action of the Dean

- a. Instructors: The dean shall have the authority to appoint instructors. He will report his action directly to the President.

- b. Professorial Ranks: The dean will forward recommendations on assistant professors and above together with his own recommendations to the President.

3. Initial Action by the President

- a. In each case the President will forward the file to the appropriate Area Academic Personnel Committee of the University Faculty.
- b. Four such committees will be established and will be discussed in more detail later. The four areas will be:
1. Biological and medical sciences
  2. Humanities and the arts
  3. Physical and engineering sciences
  4. Social sciences

Action of the Area Academic Personnel Committee

In the case of an appointment or promotion to the rank of assistant professor the Area Committee will normally make a recommendation directly to the President, but they may recommend individuals to constitute an ad hoc review committee. For appointments or promotions to the associate or full professor rank the Area Committee would normally recommend to the President members for a review committee. This review committee appointed by the President would consist of individuals in the area of specialization of the nominee, both in and outside his department and college.

5. Review Committee

Following its appointment by the President, the Review Committee would constitute a confidential and strictly anonymous body to evaluate the various aspects of

the individual's teaching, research, and service as outlined in a later section on criteria. With the completion of the Review Committee's work, the total file and a recommendation will be sent to the Area Academic Personnel Committee where it will be reviewed and sent with its comments to the President.

6. President's Action

Upon receipt of the Area Academic Personnel Committee's recommendation, based on the recommendation of the Review Committee, the President shall make his decision. In doing so he may consult with other appropriate individuals. The President shall act in the case of assistant professors and report to the Trustees. For associate and full professors, the Board shall act upon the recommendation of the President. No commitment, implied or otherwise, on appointment or promotion in the professorial ranks is to be made by a department chairman or dean until word is received from the President.

Official C-PR-1 forms are not to be processed until the man has been approved.

7. Review at Time of Tenure

At the time an individual is nominated for full tenure, the same review procedure will be applied.

# REVIEW COMMITTEES FOR FACULTY SELECTION AND PROMOTION

## Purpose

To provide confidential advice to the President on the appointment or promotion of a faculty member.

## Selection and Length of Service

Each review committee will be appointed by the President after recommendations from an Area Academic Personnel Committee on an ad hoc basis to consider one case. Following its report, it will disband. In order to maintain its effectiveness each committee's membership, deliberation, and recommendations will be strictly confidential.

## Procedure

The review committee will receive from the President the file on the individual under consideration, including the department chairman's and dean's recommendations and the supporting data supplied by the department chairman. The individual will then be considered in terms of evaluation criteria for appointment and promotion. Since the members of the committee will have been chosen for their familiarity with the field of the individual being considered, they will be expected to pay particular attention to the quality of his work. They must, therefore, consider not only the present fitness of each candidate, but his potential for pursuing a productive career.

If the review committee feels that the supporting data supplied by the department chairman are not sufficient to arrive at a recommendation, they may request more information through the President.

### Report

The report of the review committee which will be sent to the President through the Area Committee forms the basis for further consideration by the Area Academic Personnel Committee and the President. Therefore, it should include an evaluation of all the evidence which relates to their conclusions in the case, both favorable and unfavorable. It should be specific and include an evaluation of the candidate in each of the areas considered in the criteria for appointment and promotion.

A definite recommendation must be made. Lacking a unanimous decision, dissenting statements should be made part of the report. Since in many appointment cases time is a critical factor, the report should be made as expeditiously as possible.

### Responsibility

The review committee must constantly be aware that the quality of the University of Kentucky will be maintained only through their objective and thorough appraisal of a recommendation. They will have the major responsibility for recommendations to the President which will both build and maintain a faculty of the highest excellence and give just recognition and encouragement for achievement.

## II. CRITERIA OF EVALUATION FOR FACULTY APPOINTMENT, PROMOTION, AND MERIT INCREASES

Four areas of activity are important in the evaluation of faculty for appointment, promotion, and merit increase:

1. teaching, including both formal classroom activities and informal influence on students' growth
2. research and other creative productivity
3. professional status and activity
4. University and public service

Since all appointments and promotions will be made on the basis of merit, a detailed statement on each of these areas will serve as a guide to review committees evaluating the accomplishments of a faculty member.

### Teaching

The following sources of information may be used in conjunction with others in evaluating teaching ability: (1) class visitation, including evaluation of public lectures; (2) the judgments of superior students and graduates; and (3) the subsequent accomplishments of his major students.

Included in the final report should be sources of information used and evidence of the individual's teaching effectiveness at the lower division, upper division, and graduate levels.

Conscientious but routine teaching and advising are no argument for promotion, but distinguished teaching and work with students are. Furthermore, recognizing that learning goes on both inside and outside the classroom, it is necessary to evaluate the teacher's role and activities in both of these areas.

### III. PROCEDURE FOR THE APPOINTMENT AND REVIEW OF DEANS AND DEPARTMENT CHAIRMEN

#### Purposes

To provide a consistent University-wide procedure for the appointment of deans and department chairmen.

To institute a periodic review of deans and department chairmen utilizing a faculty advisory committee which would make recommendations to the President.

To institute the concept of the department chairmanship which would normally be a rotating position.

#### Deans

Appointment: The appointment of a dean shall be initiated by the President. In reviewing nominees he will consult with an ad hoc faculty advisory committee appointed by the President from a list of names proposed by the Faculty Council. The President may also consult other individuals within or outside the University prior to his final recommendation. Final action will be taken by the Board of Trustees on the recommendation of the President.

Review: As early as the beginning of a dean's fifth year of service and not later than the beginning of the seventh year, the President shall request from an advisory committee of the faculty a review of the accomplishments of the dean. This committee will be appointed from a panel of names prepared by the Faculty Council. Upon receipt of the report of this committee and after consultation with the dean, the President shall decide whether the dean should continue in office. When a dean is to be reappointed the President shall make this recommendation to the Board of Trustees who will make the appointment.



### Department Chairmen

The administrative head of a department will be a chairman. This position will normally rotate among the senior members of a department and this position should be viewed as part of the responsibility of a senior faculty member.

Appointments: Departments shall be administered by a department chairman who will be appointed on a year by year basis, usually for a four-year term. When a vacancy occurs the dean shall consult with the tenure members of the department and obtain a list of nominees for the position. These will then be forwarded along with the dean's recommendation to the President. The President will normally make the appointment after consultation with the dean but occasionally he may appoint an advisory committee from a list of names suggested by the Faculty Council to examine the nomination first.

The chairman will normally serve for a period of four years except in departments of the Colleges of Agriculture and Medicine where the normal period of service shall be six years. This greater length of appointment is based on the nature of the long-term research programs in these areas as well as the necessity for a greater degree of continuous contact within the profession and with industry and the general public.

Review: A chairman will be reappointed beyond the four-year or six-year period of his occupancy in this position only after review by an appropriate faculty advisory committee appointed by the President from a list of names suggested by the Faculty Council. The chairman may be reappointed for a second term but only in exceptional cases after two terms.